

**DFA VEHICLE SAFETY PROGRAM  
RULES AND GUIDELINES  
November 2005**

**I. PARTICIPATION IN THE VEHICLE SAFETY PROGRAM**

All state agencies covered by the State Master Fleet Policy must participate in the Arkansas State Vehicle Safety Program. The Department of Finance and Administration is a participating agency.

**II. AUTHORIZATION TO OPERATE STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS**

- A.** All drivers must maintain a valid drivers license in accordance with the requirements of all applicable Arkansas state laws.
- B.** Drivers must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-1. All drivers should be provided with copies of their VSP-1 and the Driving Safety Tips.
- C.** Copies of form VSP-1 for each authorized driver will be maintained in the employee's official personnel file.

- 1. Access to driving records for resident drivers will be provided through the SVS System (State of Arkansas Website) through Information Network of Arkansas. Agencies will be notified by email on a weekly basis of any change in status of a current driver and the status of new drivers.
- 2. Driving records for non-resident drivers may be obtained by sending form VSP-2 to:

Terry Kersey  
Department of Finance and Administration  
Charles D. Ragland Building  
P.O. Box 1272, Room 1130  
Little Rock, AR 72203

- D.** Administrative action is required as follows (See "Assessment of Points" for the point values assigned for each moving violation by the Office of Driver Services):
  - 1. Drivers Who Have Accumulated 10 Through 13 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be reviewed by the employee's supervisor and administrator. Recommendations will be made to the Agency Director, who will make the final decision. If denied authorization to drive on state business, the driver will be required to complete a defensive driving course. (See Section V below.)
  - 2. Drivers Who Have Accumulated 14 Through 17 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be suspended for no less than five (5) working days. Authorization will be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course must be completed within sixty (60) days after the suspension begins.
  - 3. Drivers Who Have Accumulated 18 Through 23 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be suspended for no less than ten (10) working days. Authorization will be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course must be completed within sixty (60) days after the suspension begins.
  - 4. Drivers Who Have Accumulated Over 24 Points On Their Current Traffic Violation Report** – Authorization to drive on state business will be suspended for no less than twenty (20) working days. Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.
  - 5. Drivers whose driving privileges have been suspended or revoked by the Office of Driver Services** will not be permitted to drive on state business for the duration of the suspension or revocation. Drivers with restricted permits may be authorized to drive on state business as

allowed by the restricted permit. Employees whose jobs require them to drive may face termination or other serious disciplinary action as a result of suspended, revoked, or restricted licenses.

### **III. REPORTING ACCIDENT AND TRAFFIC VIOLATIONS**

- A. Drivers must report accident and traffic violations to their supervisor as follows:
- \*When operating a state vehicle – Within 24 hours of occurrence or by the following business day; and
  - \*When operating a private vehicle on state business – Within seven (7) days of occurrence.

The supervisor must report the accident or traffic violation immediately upon acquiring this information to the designated staff in each division:

for the Revenue Division, contact Latonya Clay at 501-682-7168,  
for ABC Enforcement, contact Carl Kirkland at 501-682-8174,  
for all other divisions and offices, contact Grace Nobles at 501-683-2115.

Grace Nobles serves as the DFA Vehicle Safety Program Coordinator for the department as a whole. The designated staff will contact the insurance provider regarding the accident and provide the information needed; a copy of all information related to the accident should be sent to Grace for file maintenance.

- B. The designated staff listed above are responsible for reporting all claims or losses which involve any bodily injury or property damage to the current insurance provider, Ramsey, Krug, Farrell & Leasing at the following telephone numbers: emergency claims reporting number is 501-664-9252 or 501-614-1110; the fax number is 501-614-1410. The company must be contacted within 24 hours of the occurrence or by the following business day.
- C. Insurance identification cards must be kept in State vehicles to verify proof of insurance coverage.
- D. Drivers who have had an at-fault accident must attend a defensive driving class within sixty (60) days following the occurrence.

### **IV. AGENCY RECORDS**

Agency records for the Safety Program are subject to audit by the Risk Management Division of the Arkansas Insurance Department.

### **V. DEFENSIVE DRIVING CLASSES**

Enrollment in, attendance at, and payment for Defensive Driving Classes are the responsibility of the employee. Classes must be approved by the Department of Finance and Administration—Office of Driver Services or the National Safety Council. Upon successful completion of the defensive driving course, the employee will provide an original certificate of completion to his/her supervisor. The supervisor will copy the certificate, and forward the copy to the DFA Human Resources Office for inclusion in the employee's personnel file.

### **VI. DRIVERS WHO ARE NOT STATE EMPLOYEES**

This Safety Program also applies to drivers who are not state employees, but who routinely drive state vehicles.